



**DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 628TH AIR BASE WING (AMC)  
JOINT BASE CHARLESTON SC**

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MEMORANDUM FOR JOINT BASE CHARLESTON

FROM: 628 ABW/CC  
102 E. Hill Blvd, Suite A  
Joint Base Charleston, SC 29404

SUBJECT: Guidance Memorandum for Unmanned Aircraft Systems and Drones (UAS)

RELEASABILITY: There are no releasability restrictions on this publication.

By Order of the 628th Air Base Wing Commander, this Guidance Memorandum is the first instance of a to-be published 628 ABW/SE safety publication that provides the framework for operating a UAS on JB CHS Air Base (JB CHS-AB) and Naval Weapons Station (JB CHS-WS). This guidance memorandum compliments AFI 91-202, *Mishap Prevention Program*, AFI 11-202V3, *General Flight Rules*, AFI 11-502V3, *Small Unmanned Aircraft Systems Operation*, and Federal Aviation Administration Advisory Circular 91-57A, *Model Aircraft Operating Procedures*. Requirements in this publication are mandatory, unless indicated otherwise. It applies to all supported units, associate and tenant units, personnel assigned or attached to the 628th ABW and all other individuals, whether military or civilian, and guests while on any Joint Base Charleston (JB CHS) installation or property. This publication may be supplemented at any level, but all Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. To the extent its directions are inconsistent with other Air Force publications, the information herein prevails IAW AFI 33-360, *Publications and Forms Management*. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. This memorandum requires collecting and maintaining information protected by the Privacy Act of 1974 (5 U.S.C. 552a, DoDD 5400.11 and DoD 5400.11-R, *DoD Privacy Program*) and AFI 33-332, *Air Force Privacy and Civil Liberties Program*. ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing web site at [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil).

This Guidance Memorandum becomes void after one year has elapsed from the date of this Memorandum, or upon completion of JBCHARLESTONI 91-200, whichever is earlier. UAS operators should be aware that the FAA released a requirement to register UAS on or about 21 December 2015. If you own a UAS, you must register it with the Federal Aviation

Administration's (FAA) UAS registry. Federal law requires UAS registration, and users are subject to civil and criminal penalties if they do not register at [www.faa.gov/uas/registration](http://www.faa.gov/uas/registration). Our goal is to significantly reduce the likelihood of a Mid Air Collision between an aircraft and a UAS. Furthermore, UAS endanger equipment and personnel on the ground and can lead to a security infraction and/or other mishaps. The guidance in the forthcoming pages provides general and specific requirements for UAS being operated on JB CHS-AB and JB CHS-WS. For questions or concerns please contact the JB CHS/628 ABW/SE Safety Office at 843-963-5605.

ROBERT K. LYMAN, Colonel, USAF  
Commander

## 1. General Requirements.

1.1 The following general requirements may be different for non-hobbyist civil and governmental operations such as JB CHS Mission Partners and those doing business with or performing work for the Air Force. Consult the aforementioned FAA rules and guidance, Air Force Instructions, memorandum of agreements, contracts, and other official directives, as applicable.

1.2 All entities and/or persons planning to operate a UAS, which weighs more than 0.55 lbs. (250 g) and less than 55 lbs. (25 kg), will ensure it is registered in accordance with FAA rules and regulations at [www.faa.gov/uas/registration](http://www.faa.gov/uas/registration). Unmanned Aircraft weighing more than 55 lbs (55 pounds) cannot use the aforementioned registration process, but must register using the FAA Aircraft Registry process and will not be flown on JB CHS for recreational or hobbyist purposes. These types of UAS will only be flown on JB CHS for official government business.

1.3 Fly below 400 feet above ground level (AGL).

1.4 Visual line-of-sight (VLOS) only; the unmanned aircraft must remain within VLOS of the operator or observer.

1.5 Never fly near manned aircraft, especially near airports or runways.

1.6 Never fly over groups of people, stadiums or sporting events.

1.7 Never fly near emergency response efforts.

1.8 Never fly over administrative or industrial government facilities without 628th ABW Safety Director's approval. **Note:** 628 ABW/SE will coordinate with 628th SFS, 437th OSS, and applicable Mission Partners for concurrence prior to approving over flight of a facility.

1.9 Day light-only operation.

1.10 Must yield right-of-way to other aircraft, manned or unmanned

1.11 Minimum weather visibility of 3 miles from operator/pilot control station/point.

1.12 Small unmanned aircraft may not operate over any persons not directly involved in the operation.

1.13 Follow updated FAA guidance involving training and related certifications, as applicable.

1.14 Report mishaps and accidents to the FAA and 628 ABW/SE (for on base mishaps) immediately involving any operation that results in injury or property damage.

1.15 Address security concerns by contacting the JB CHS/628th SFS/Base Defensive Operations Center (BDOC) at 843-963-3600.

1.16 Coordinate with 628th ABW Explosive Safety Office (843-794-7511) for Hazards of Electromagnetic Radiation to Explosive Ordnance (HERO) and Radio Frequency Emissions Control (EMCON) when working near facilities which maintain, store, and move explosive ordnance.

1.17 Coordinate with 437th AW Flight Safety Office (843-963-5600) to report a flight hazard or with questions regarding safety of flight.

1.18 JB CHS may at any time prohibit the operation of any UAS on the installation due to operational necessity, security incident or contingency and/or special event without advance warning.

1.19 Remain outside of explosive area property boundaries, all designated Restricted Areas and/or off-limits areas.

## **2. JB CHS-AB Specific Requirements:**

2.1 For unmanned aircraft meeting the FAA definition of 'Model Aircraft' (Public Law 112-95), the operator shall not operate it on the airfield or within 5 nautical miles of the airfield of Joint Base Charleston, SC until prior notice is given to both the Charleston FAA Control Tower and 628th Air Base Wing Safety Office.

2.2 For UAS not meeting the FAA definition of 'Model Aircraft,' the operator must meet all requirements set by the FAA and must obtain prior approval to operate in JB CHS Class C airspace. This approval must be in writing and obtained from both the Charleston FAA Control Tower and JB CHS/437 OSS/OSO Current Operations.

2.3 Air Base recreational UAS operations are only approved in open field areas west of Arthur Drive and South Davis Drive. At no time shall recreational users operate UAS and Drones East of Arthur Drive and South Davis Drive in or around official government administrative buildings and/or the aircraft industrial complex.

2.4 Operator shall not operate the model aircraft above 400 feet above ground level.

2.5 UAS must remain within the operator's line of sight and will only be allowed in specific areas approved by the FAA and military representatives.

2.6 Remain outside of explosive area property boundaries, all designated Restricted Areas and/or off-limits areas.

### **3. JB CHS-WS Specific Requirements:**

3.1 UAS operation/flight can only be conducted on JB CHS-WS after notifying and gaining approval from the 628th Air Base Wing Safety Office and 628th Mission Support Group Navy Liaison Officer. The Navy Liaison Officer is our POC for JB CHS-WS helicopter operations and along with the Safety Office will ensure the planned UAS operator/pilot control station/point and flight plans will not interfere with helicopter or Mission Partner operations.

3.2 Fly below 400 feet AGL.

3.3 Remain outside of explosive area property boundaries, all designated Restricted Areas and/or off-limits areas.

3.4. Not flown over industrial facilities and their related property boundary/fencing

3.5. An adult will be present with pilots/operators/persons less than 18 years of age.

### **4. UAS and Model Aircraft Information:**

4.1 There are multiple outlets in the local area for personnel to fly UAS, Drones and related model aircraft without placing military operations at risk. JB CHS personnel and their family members who reside on-base are encouraged to visit the Academy of Model Aircraft website at [www.modelaircraft.org](http://www.modelaircraft.org) to find local clubs and [www.knowbeforeyoufly.org](http://www.knowbeforeyoufly.org) for further information.

### **5. Conduct of UAS Pilot/Operator:**

5.1. The pilot/operator in command is responsible for the safe and orderly conduct of the flight, and is expected to exercise good judgment in the operation of the UAS and/or Drone. All pilots/operators are expected to comply with applicable FAA, Department of Defense, State, and local flight safety regulations and security requirements. Model aircraft operations that endanger the safety of the National Airspace System, particularly careless or reckless operations or those that interfere with or fail to give way to any manned aircraft may be subject to USAF and FAA enforcement action. Pilot/Operator should be familiar with FAA prohibited areas, special flight rule areas, restricted zones, etc.

5.2. UAS operators should be familiar with all Temporary Flight Restrictions (TFR), Prohibited Areas, and other mechanisms such as Flight Restricted Zones for UAS operations, including Model Aircraft flights, which are generally prohibited within these defined volumes of airspace by referring to <http://tfr.faa.gov/tfr2/list.html> and/or the local CHS FAA air traffic facility. UAS operators will not fly in areas marked as “no drone zones.”

5.3. A current Certificate of Aircraft Registration must be maintained and carried by the operator of any UAS, and made available to base security and law enforcement and/or the FAA upon request. An electronic certificate of registration is acceptable. A printed copy of the certificate is not required.